

ORDER TO SHOW CAUSE

INITIAL FILING

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**DOES MY CASE QUALIFY FOR
FILING AN OSC IN
IN YUBA COUNTY?**

**(YOU MUST HAVE AN EXISTING CASE SUCH
AS DISSOLUTION, PATERNITY OR CHILD
SUPPORT.)**

DOES MY CASE QUALIFY FOR FILING AN ORDER TO SHOW CAUSE IN YUBA COUNTY?

1. **MUST HAVE AN EXISTING CASE IN YUBA COUNTY:** In order to file an Order to Show Cause in Yuba County, whether your request involves child custody, visitation, child support or spousal support, your initial case must have been filed in or transferred to Yuba County Superior Court.

If you filed for divorce in another county or state and have a judgment with existing orders there, you must file your Order to Show Cause where the orders exist. Each state is different so another state may not accept California documents. You should contact that court and find out what they require.

Yuba County Superior Court cannot make orders in another county or state's case unless that case has been transferred to Yuba County Superior Court.

2. **FILING FEES:** The filing fee for an Order to Show Cause is \$25.30. If you are asking for a modification of child custody and/or visitation add \$20.00, as you will be required to attend mediation. Total fee for Order to Show Cause with mediation \$45.30.

FIRST APPEARANCE FEES: If you are the Respondent in the case, which concluded by a default judgment, you will be required to file a first appearance fee of \$210.20, plus the cost of the Order to Show Cause.

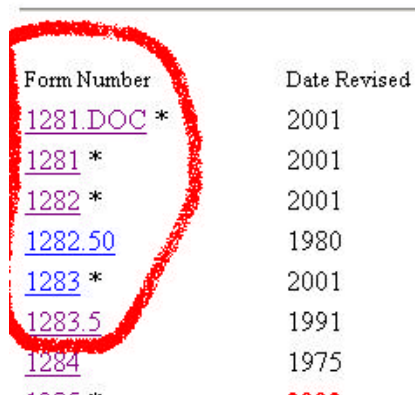
FEE WAIVER: If you qualify, you can submit a fee waiver with your documents and request that all fees be waived. For more information on the fee waiver – see *Volume 1, Fee Waiver*.

ORDER TO SHOW CAUSE
(INITIAL)
FORM FL-300

ACCESSING THE DOCUMENT IN THE COMPUTER

ACCESSING THE DOCUMENTS IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select **“JUDICIAL COUNCIL FORMS”** on the screen.
 - a. Move cursor over **“JUDICIAL COUNCIL FORMS”** icon
 - b. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



Form Number	Date Revised
1281.DOC *	2001
1281 *	2001
1282 *	2001
1282.50	1980
1283 *	2001
1283.5	1991
1284	1975

Double click left button on mouse



To scroll down, hold down left button
on mouse and move the bar down

OR

Use wheel on mouse

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.
7. If you have problems calling up the forms, please ask the Clerk for assistance.

COMPLETING THE
ORDER TO SHOW CAUSE
FORM FL-300

COMPLETING THE ORDER TO SHOW CAUSE FORM FL-300

1. This is the “coversheet” for the Order to Show Cause filing and must be attached to the Application for Order & Supporting Declaration.
2. The areas in **red** correspond to the areas on the form that you will need to complete.
3. Select Form # **FL-300, Order to Show Cause**. Once the form appears on the screen, you must type in the required information using TAB to move from one section to another. SHIFT TAB takes you back from one area to another. You may use all capital letters.
4. **ATTORNEY OR PARTY WITHOUT ATTORNEY** - type in your name, address and telephone number as indicated.
5. **ATTORNEY FOR** – type in Petitioner in Pro Per OR Respondent in Pro Per as it fits your case.
6. **SUPERIOR COURT OF CALIFORNIA, COUNTY OF** – type in Yuba;
 - a. **STREET ADDRESS** – type in 215 FIFTH STREET
 - b. **MAILING ADDRESS** – type in 215 FIFTH STREET
 - c. **CITY AND ZIP CODE** – type in MARYSVILLE CA 95901
 - d. **BRANCH NAME** – leave blank
7. **PLAINTIFF/PETITIONER:** type in name of Pltff/Ptnr
DEFENDANT/RESPONDENT: type in name of Deft/Resp

NOTE: If you are filing in an existing case DO NOT change the order of the names of the parties.

Once the Petitioner/Plaintiff that person will always be the Petitioner/Plaintiff throughout the case.

Once the Respondent/Defendant that person will always be the Respondent/Defendant throughout the case.

8. **CASE NUMBER** – You must include the case number. If you do not know the case number, you will have to obtain that information from the public access computers or asking the clerk for assistance.

9. **ORDER TO SHOW CAUSE FOR MODIFICATION:**

- a. **Child Custody** – mark this box if you are requesting orders regarding child custody.
- b. **Visitation** – mark this box if you are requesting orders regarding of visitation.
- c. **Injunctive Order** – mark this box if you are requesting an injunctive order.
- d. **Child Support** – mark this box if you are requesting orders regarding child support.
- e. **Spousal Support** – mark this box if you are requesting orders regarding spousal support.
- f. **Other (specify)** – mark this box if you are requesting temporary (orders that are effective until the hearing date) orders and **type in "Temporary Orders"**.
- g. **Attorney Fees & Costs** – mark this box if you are requesting attorney fees and costs.

10. **Item #1** – Type in the name of the other party.

11. **Item #2a** – Date/Time/Dept – leave this blank, will be completed by Clerk.

Item #2b – mark same as above

Item #2c – leave blank – the Clerk will insert the mediation date/time.

NOTE: If the other party lives more than 150 miles away, you must advise the Clerk, so mediation/orientation can be properly scheduled.

Mediation Orientation, Mediation and the hearing date can be scheduled on the same date for parties residing over 150 miles away.

12. **Item #3a (1) through (5)** – mark the box or boxes that pertain to the documents you are submitting with your Order to Show Cause.

NOTE: If you are seeking orders regarding child support or spousal support, you are required to submit either the Income & Expense Declaration or Financial Statement (Simplified). The Clerk will not accept your Order to Show Cause without one of these documents.

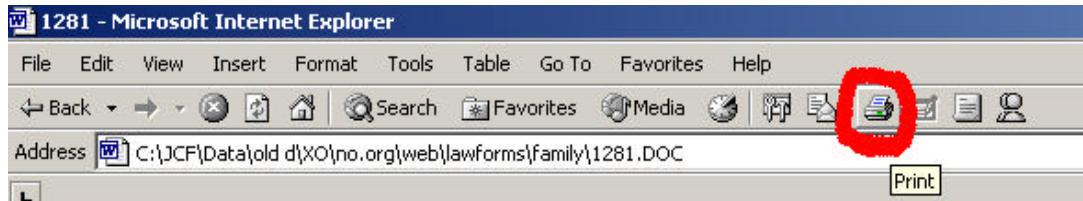
Item #3b – Mark this box if you are requesting an order shortening time for service and the hearing.

The hearing is normally set approximately 30 days out with mediation set for 2 weeks prior. The other party must be served and given at least 21 days notice of the hearing from the date of service to the date of hearing.

PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

1. **PROOFREAD** your document and make necessary corrections.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and PROOFREAD again.
4. When you are satisfied that your document is correct – print a total of 3 times, as the court requires the original and two copies.
5. **SAVE** your document:
 - a. Click on "**FILE**," in the upper left corner. Select "**SAVE AS**."
 - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - c. At **FILE NAME** – NAME YOUR FILE.
 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select "**SAVE**".

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

SAMPLE DOCUMENT

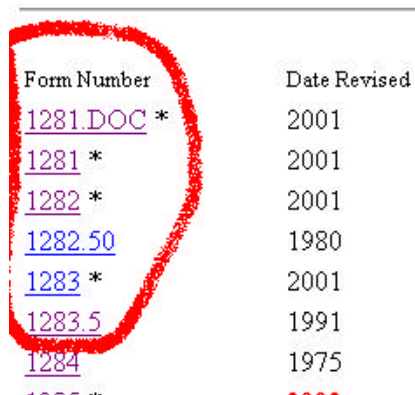
INSERT 1 PAGE OSC

APPLICATION FOR ORDER AND SUPPORTING DECLARATION FL-310

ACCESSING THE DOCUMENT IN THE COMPUTER

ACCESSING THE DOCUMENT IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select **“JUDICIAL COUNCIL FORMS”** on the screen.
 - a. Move cursor over **“JUDICIAL COUNCIL FORMS”** icon
 - b. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



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Double click left button on mouse



To scroll down, hold down left button
on mouse and move the bar down
OR
Use wheel on mouse

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.
7. If you have problems calling up the forms, please ask the Clerk for assistance.

COMPLETING THE APPLICATION FOR ORDER & SUPPORTING DECLARATION

COMPLETING THE APPLICATION FOR ORDER & SUPPORTING DECLARATION (FL-310)

The areas in **red** correspond to the areas on the form that you will need to complete.

Select Form # **FL-310, Application for Order & Supporting Declaration**. Once the form appears on the screen, you must type in the required information using TAB to move from one section to another. SHIFT TAB takes you back from one area to another. You may use all capital letters.

1. At the top of the page type in the **name of the Petitioner & Respondent** as they appear in your initial case. DO NOT reverse the names of the parties. Once Petitioner always Petitioner, once Respondent, always Respondent.
2. **Case Number** – type in the full prefix and case number of your existing case.
3. Mark the **Petitioner or Respondent box** – are you the Petitioner or the Respondent?
4. **Item #1 – CHILD CUSTODY** - mark this box only if you are asking for orders regarding child custody.

If you want this to be **ordered now pending the hearing** – mark that box.

Item #1a – type in the full name and age of each child that is the subject of this modification.

Item #1b – Type in the full name of the person you are requesting have custody of the child or children.

5. **Item #2 – CHILD VISITATION** – mark this box only if you are asking for orders regarding visitation.

If you want this **to be ordered now, pending the hearing** – mark this box.

Item #2a – If you want visitation to be “reasonable” – mark this box.

Item #2b – Other – If not reasonable specify what visitation you are requesting.

Item #2c – If you do not want the minor child/children removed from the State or other areas – mark this box – specify OTHER, if marked.

6. **Item #3 – CHILD SUPPORT** – mark this box if you are requesting a modification (change) in your current child support orders.

Item #3a – type in the names of the child/children and their ages.

Item #3b – type in the monthly amount you are requesting OR type in guideline.

NOTE: The Facilitator can assist you in determining what the guideline amount is based on your income and the other party's income with the percentage of time the child/children spend with each parent.

7. **Item #4 – SPOUSAL SUPPORT** – mark this box if you are requesting orders regarding spousal support.

Item #4a – type in the amount of spousal support you are requesting, if this applies to you.

8. **Item #5** – If you are asking for attorneys fees & costs mark this box and specify the amounts.

9. **Item #6 – PROPERTY RESTRAINT** – read this area carefully – mark the boxes that apply to your case, or mark no boxes at all.

10. **Item #7 – PROPERTY CONTROL** – read this area carefully – mark the boxes that apply to your case, or mark no boxes at all.

11. **Item #8** - If you are requesting an Order Shortening time for service indicate the number of days the other party is to be served prior to the hearing.

NOTE: Must match Item #3b on the Order to Show Cause.

12. **Item #9** - If you are requesting Temporary Orders and are going to complete the temporary order page then you must indicate exactly WHAT you are requesting.

13. **Item #10 – FACTS IN SUPPORT** – **in your own words** tell the court exactly what happened to make this modification necessary. Be very specific and include dates whenever possible.

If you run out of room on this form, you may attach a separate Declaration, using the form MC-030, Declaration.

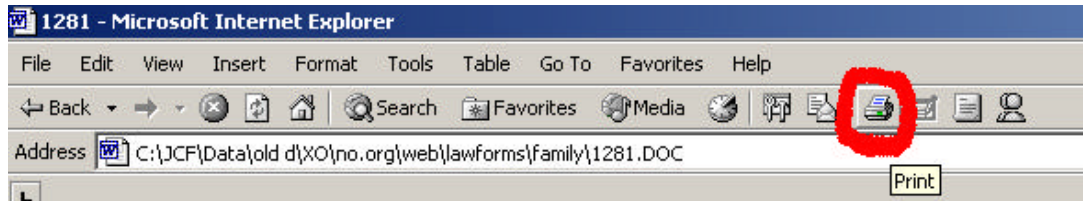
Do not attach police reports, photographs, cps reports, statements of witnesses, etc. These items must be submitted to the court at the time of the hearing. At the hearing, the Court will determine the relevance and whether the item will be marked as an exhibit.

14. **DATE** and **TYPE IN YOUR NAME**.

PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

1. **PROOFREAD** your document and make necessary corrections.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and PROOFREAD again.
4. When you are satisfied that your document is correct – print a total of 3 times, as the court requires the original and two copies.
5. **SAVE** your document:
 - a. Click on "**FILE**," in the upper left corner. Select "**SAVE AS**."
 - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - c. At **FILE NAME** – NAME YOUR FILE.
 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select "**SAVE**".

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

SAMPLE DOCUMENT

INSERT 2 PAGE APPLICATION FOR ORDER & DECLARATION

TEMPORARY ORDERS

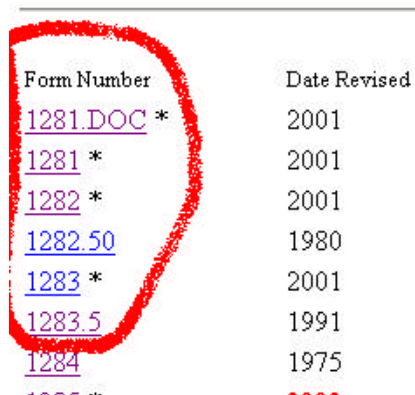
FL-306

(USE ONLY IF YOU ARE REQUESTING TEMPORARY ORDERS THAT ARE
EFFECTIVE UNTIL THE HEARING DATE)

ACCESSING THE DOCUMENT IN THE COMPUTER

ACCESSING THE DOCUMENT IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select **“JUDICIAL COUNCIL FORMS”** on the screen.
 - a. Move cursor over **“JUDICIAL COUNCIL FORMS”** icon
 - b. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



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Double click left button on mouse



To scroll down, hold down left button
on mouse and move the bar down
OR
Use wheel on mouse

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.
7. If you have problems calling up the forms, please ask the Clerk for assistance.

COMPLETING THE TEMPORARY ORDERS FL-306

COMPLETING THE TEMPORARY ORDERS (FL-306)

If you are requesting temporary orders that are in effect until the hearing, you must complete this form.

The areas in **red** correspond to the areas on the form that you will need to complete.

Select Form # **FL-306, Temporary Orders**. Once the form appears on the screen, you must type in the required information using TAB to move from one section to another. SHIFT TAB takes you back from one area to another. You may use all capital letters.

1. At the top of the page type in the **name of the Petitioner & Respondent** as they appear in your initial case. DO NOT reverse the names of the parties. Once Petitioner always Petitioner, once Respondent, always Respondent.
2. **Case Number** – type in the full prefix and case number of your existing case.
3. **Item #1 – PROPERTY RESTRAINT** – this area must match Item #6 on the Application for Order and Supporting Declaration. Mark the same boxes on both forms or mark nothing at all, as it pertains to your case.
4. **Item #2 – PROPERTY CONTROL** – this area must match Item #7 on the Application for Order and Supporting Declaration. Mark the same boxes on both forms or mark nothing at all, as it pertains to your case.
5. **Item #3 – MINOR CHILDREN** – mark this box if appropriate.

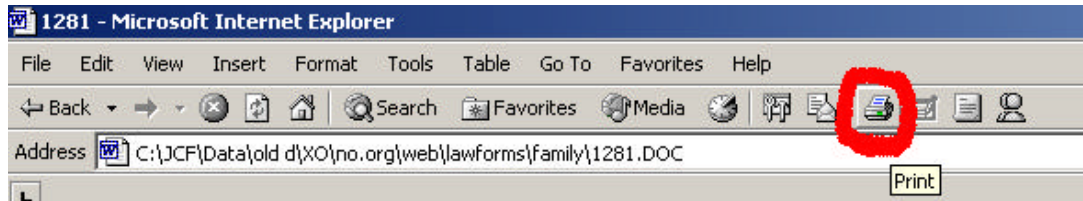
Item #3a – Mark Petitioner or Respondent – indicating which party/parent will have the temporary physical custody, care and control of the minor children until the hearing, if applicable.

Item #3b(1)(2)(3) – mark the appropriate boxes, if applicable to your case.
6. **Item #4** – indicate **OTHER ORDERS** from Item #9 on the Application for Order and Supporting Declaration, if applicable.
7. DO NOT SIGN OR DATE FORM.

PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

1. **PROOFREAD** your document and make necessary corrections.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and PROOFREAD again.
4. When you are satisfied that your document is correct – print a total of 3 times, as the court requires the original and two copies.
5. **SAVE** your document:
 - a. Click on "**FILE**," in the upper left corner. Select "**SAVE AS**."
 - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - c. At **FILE NAME** – NAME YOUR FILE.
 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select "**SAVE**".

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

SAMPLE DOCUMENT

INSERT 1 PAGE TEMPORARY ORDERS HERE

DECLARATION RE APPLICATION FOR TEMPORARY ORDERS

LOCAL FORM

AVAILABLE AT COURT'S WEB SITE

www.yubacourts.org

(IF YOU DID NOT REQUEST TEMPORARY ORDERS – SKIP THIS SECTION)

DECLARATION RE APPLICATION FOR TEMPORARY ORDERS LOCAL FORM

1. This is a local form available at the court's website www.yubacourts.org or you may obtain a copy for \$1.00 from the clerk and type it on one of the typewriters provided for your use.
2. Type in your **name, address & telephone number** at the top of the form.
3. Type in the full **name of Petitioner and Respondent** as they appear on your other documents.
4. Type in the **case number**.
5. In the first blank – type in **your name**.

In the second blank type in the **other party's name**.

In the third blank – type in the **name of the other party** IF they are not represented by counsel.

6. You must mark only one section.

Section 1 – indicates you noticed (told) the other party you were submitting these documents on a specific date/time. Give the location of the party when you told him/her.

Section 2 – indicates you are unable to locate the other party to give notice of this documentation. List exactly what you did to try and locate the other party.

Section 3 – indicates you did not notice the other party and WHY you did not.

7. **Date and sign the form.**

SAMPLE DOCUMENT

INSERT 1 DECLARATION RE APPLICATION FOR T/O

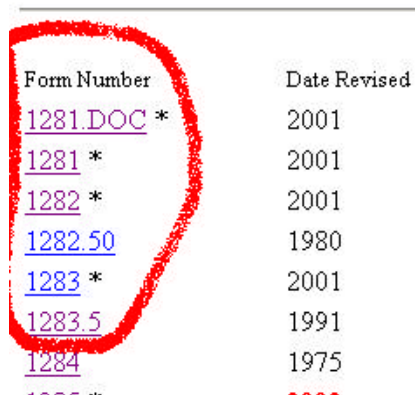
DECLARATION UNDER UCCJEA,
FORM FL-105/GC-120

(IF YOU ARE NOT ASKING FOR A CHANGE
OF CUSTODY – DO NOT COMPLETE THIS
FORM)

ACCESSING THE DOCUMENT IN THE COMPUTER

ACCESSING THE DOCUMENT IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select **“JUDICIAL COUNCIL FORMS”** on the screen.
 - a. Move cursor over **“JUDICIAL COUNCIL FORMS”** icon
 - b. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



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Double click left button on mouse



To scroll down, hold down left button
on mouse and move the bar down
OR
Use wheel on mouse

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.
7. If you have problems calling up the forms, please ask the Clerk for assistance.

COMPLETING THE PROOF OF SERVICE BY MAIL

COMPLETING PROOF OF SERVICE BY MAIL

The areas in **red** correspond to the areas on the form that you will need to complete.

1. Select Form # **1285.85 Proof of Service by Mail (Family Law)** using the instructions provided in the first section. Once the form appears on the screen, you must type in the required information using TAB to move from one section to another. SHIFT TAB takes you back from one area to another. You may use all capital letters.
2. **ATTORNEY OR PARTY WITHOUT AN ATTORNEY** – type in your name and complete address including your telephone number as indicated.
3. **ATTORNEY FOR** – type in Pro Per
4. **SUPERIOR COURT OF CALIFORNIA, COUNTY OF** – Type in YUBA.
 - a. **STREET ADDRESS** – 215 FIFTH STREET
 - b. **MAILING ADDRESS** – 215 FIFTH STREET
 - c. **CITY AND ZIP CODE** – MARYSVILLE CA 95901
 - d. **BRANCH NAME** – leave blank
5. **PETITIONER/PLAINTIFF** – Type in Petitioner's name.
RESPONDENT/DEFENDANT – Type in your name.
6. **CASE NUMBER** – type in the prefix and case # as assigned (YCSC CV FL XX-XXXXXXX).
7. **Item #1** – YOU CANNOT MAIL these documents, however you can fill out the top portion of the form for the person who is going to mail them. A person who is over the age of 18 and not a party to this action must complete and sign the body of this document.
8. **Item #2** – type in the home or business COMPLETE address with city, state and zip code of the person mailing your documents.
9. **Item #3** – type the name of each form that is being mailed. These forms can include:

Response (Family Law)
Declaration Under UCCJEA (only if children of marriage)
Declaration of Disclosure
Financial Statement (Simplified)

Income & Expense Declaration w/attachments
Schedule of Assets and Debts
Property Declaration

NOTE: Make sure that all forms served are listed. You are not required to serve copies of fee waiver documents (if applicable) on other parties.

10. **Item #3a** – mark this box.
11. **Item #4a** – type in name of person served (Petitioner's Name or Petitioner's Attorney).

Item #4b – type in the address of Petitioner or Petitioner's Attorney

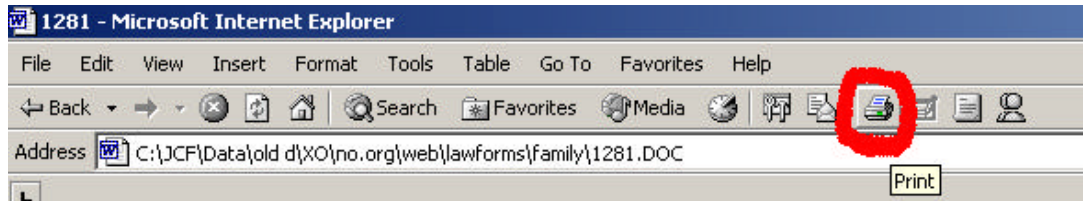
Item #4c – type in the date mailed (may be handwritten in later if you do not know what date it will be mailed).

Item #4d – type in the city and state where the documents were mailed (may be handwritten in later if you do not know where the mailing will occur).
12. **DATE and TYPED NAME** – must be completed by person who is mailing these documents for you.

PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

1. **PROOFREAD** your document and make necessary corrections.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and PROOFREAD again.
4. When you are satisfied that your document is correct – print a total of 3 times as the court requires the original and two copies.
5. **SAVE** your document:
 - a. Click on "**FILE**," in the upper left corner. Select "**SAVE AS**."
 - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - c. At **FILE NAME** – NAME YOUR FILE.
 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select "**SAVE**".

Please ask the Clerk for assistance if you have difficulty saving your document.

COMPLETING
DECLARATION
UNDER UCCJEA
FORM FL-105/GC-120

COMPLETING DECLARATION UNDER UCCJEA, FORM FL-105/GC-120

IF YOU DO NOT HAVE CHILDREN – SKIP THIS SECTION

The areas in **red** correspond to the areas on the form that you will need to complete.

1. Select Form **FL-105/GC-120, Declaration Under UCCJEA** using the instructions in the first section. Once the form appears on the screen you must type in the required information using TAB to move from one section to another. SHIFT TAB takes you back from one area to another. You may use all capital letters.
2. **ATTORNEY OR PARTY WITHOUT ATTORNEY:** type in your name, complete address and telephone number.
3. **SUPERIOR COURT OF CALIFORNIA, COUNTY OF** – type in YUBA.
 - a. **STREET ADDRESS:** 215 FIFTH STREET
 - b. **MAILING ADDRESS:** 215 FIFTH STREET
 - c. **CITY & ZIP CODE:** MARYSVILLE, CA 95901
4. **CASE NAME** – type in last name of Petitioner vs last name of Respondent.
5. **CASE NUMBER** – type in the case number.
6. **Item #2** – X this box only if the address of the Petitioner and the minor children is confidential. If you have questions about whether your situation qualifies please contact the Facilitator.
7. **Item #3** – list the number of minor children that are subject to this action.
 - a. **Item #3a** – type in the child's name, place of birth, date of birth and sex (Male or Female).

PERIOD OF RESIDENCE – starting with the current residence and working backward for the last five years – list the MONTH/YEAR the minor child has lived at that residence.

ADDRESS – list the address where the minor child currently resides.

PERSON CHILD LIVED WITH (NAME & PRESENT ADDRESS) – List the names of person(s) the minor lived with and their CURRENT address.

RELATIONSHIP – list the relationship of the minor child to the person they were living with during that specific time frame.

Continue completing this information for the last five years.

- b. **ITEM #3b** – type in name of second minor child, place of birth, date of birth and sex. If both children have lived at the same addresses for the last five years then X the box under section b. If not complete the required information for the second child just like you did for the first child.

If you only have one minor child do not complete this section.

- c. **ITEM #3c** – if you have more than 2 minor children – X this box and on a plain piece of white paper – type ATTACHMENT 3c at top and provide ALL the information on each child as outlined on the form. This will become an attachment to this form.

8. **Item #4** – HAVE YOU PARTICIPATED AS A PARTY OR A WITNESS OR IN SOME OTHER CAPACITY IN ANOTHER LITIGATION OR CUSTODY PROCEEDING, IN CALIFORNIA OR ELSEWHERE, CONCERNING CUSTODY OF A CHILD SUBJECT TO THIS PROCEEDING?

X Yes OR X No as appropriate. If you mark yes, you must answer Items #4a – d.

- a. **Item #4a** - NAME OF EACH CHILD – type in the name of each child that was/is involved in another case whether in California or out of state.
- b. **Item #4b** - CAPACITY OF DECLARANT – X the box that explains what role you played in this other litigation. Were you a party? Witness?
- c. **Item #4c** – COURT – type in the name of the court, state and location where this other litigation occurred.
- d. **Item #4d** – COURT ORDER OR JUDGMENT – type in the date the court entered orders or judgments in this other litigation.
9. **Item #5** – DO YOU HAVE INFORMATION ABOUT A CUSTODY PROCEEDING PENDING IN A CALIFORNIA COURT OR ANY OTHER COURT CONCERNING A CHILD SUBJECT TO THIS PROCEEDING OTHER THAN THAT STATED IN ITEM #4?

X yes or no as appropriate. If yes, complete Item #5a-d.

- a. **Item #5a** – type in the name of each child involved in the other litigation.
- b. **Item #5b** – type an X in the box corresponding with the correct “type” of litigation. What kind of case is it?
- c. **Item #5c** – type in the name, state and location of the litigation.
- d. **Item #5d** – type in the status of the case...is it pending? completed?

10. **Item #6 – DO YOU KNOW OF ANY PERSON WHO IS NOT A PARTY TO THIS PROCEEDING WHO HAS PHYSICAL CUSTODY OR CLAIMS TO HAVE CUSTODY OF OR VISITATION RIGHTS WITH ANY CHILD SUBJECT TO THIS PROCEEDING?**

X yes or X no as appropriate. If you mark yes you must complete Items #6a-c.

- a. **Item #6a** – type in the **NAME & ADDRESS OF PERSON**

HAS PHYSICAL CUSTODY – X if appropriate

CLAIMS CUSTODY RIGHTS – X if appropriate

CLAIMS VISITATION RIGHTS – X if appropriate

NAME OF EACH CHILD – type in the name of each child, as appropriate.

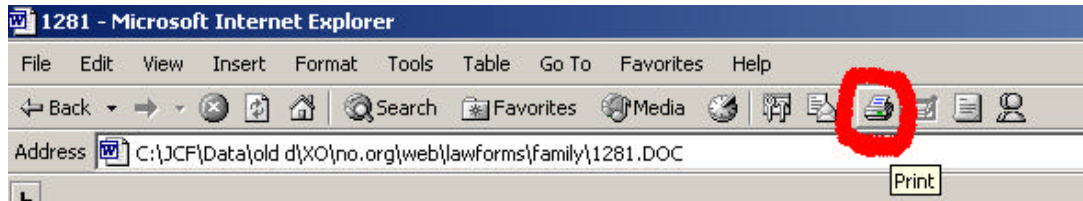
- b. **Item #6b and Item #6c** – complete these items only if there is more than one person claiming to have physical custody or visitation rights. Complete in the same manner as you completed Item #6a above.

11. Type in the **date** and **your full name**.

PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

1. **PROOFREAD** your document and make necessary corrections.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and PROOFREAD again.
4. When you are satisfied that your document is correct – print a total of 3 times, as the court requires the original and two copies.
5. **SAVE** your document:
 - a. Click on "**FILE**," in the upper left corner. Select "**SAVE AS**."
 - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - c. At **FILE NAME** – NAME YOUR FILE.
 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select "**SAVE**".

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

SAMPLE DOCUMENT

INSERT 2 PAGE DECLARATION UNDER UCCJEA

FINANCIAL STATEMENT

(SIMPLIFIED)

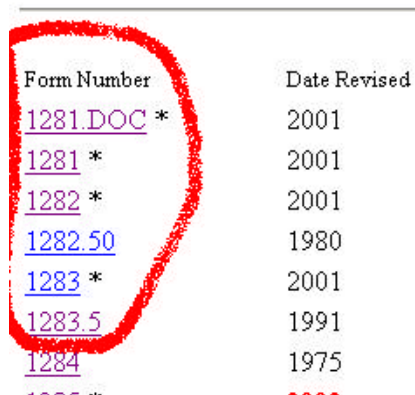
Form FL-155

(MUST USE THIS FORM OR INCOME &
EXPENSE DECLARATION IF YOU ARE
REQUESTING CHILD SUPPORT)

ACCESSING THE DOCUMENT IN THE COMPUTER

ACCESSING THE DOCUMENTS IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select **"JUDICIAL COUNCIL FORMS"** on the screen.
 - a. Move cursor over **"JUDICIAL COUNCIL FORMS"** icon
 - b. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



Form Number	Date Revised
1281.DOC *	2001
1281 *	2001
1282 *	2001
1282.50	1980
1283 *	2001
1283.5	1991
1284	1975

Double click left button on mouse



To scroll down, hold down left button
on mouse and move the bar down
OR
Use wheel on mouse

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.
7. If you have problems calling up the forms, please ask the Clerk for assistance.

COMPLETING THE FINANCIAL STATEMENT (SIMPLIFIED)

FINANCIAL STATEMENT (SIMPLIFIED), Form FL-150

The areas in **red** correspond to the areas on the form that you will need to complete.

BEFORE completing this form you must determine if you are eligible for using this form or if you must complete the Income & Expense Declaration instead.

If you answer YES to any of the following questions, you may **NOT** use this form:

- * Are you asking for spousal support (alimony) or a change in spousal support?
- * Is your spouse or former spouse asking for spousal support (alimony) or a change in spousal support?
- * Are you asking the other party to pay your attorneys fees?
- * Is the other party asking you to pay that party's attorneys fees?
- * Do you receive money (income) from any source other than the following?
 - * Welfare (such as AFDC, GR or GA)
 - * Salary or Wages
 - * Disability
 - * Unemployment
 - * Worker's Compensation
 - * Social Security
 - * Retirement
- * Are you self employed?

If you answered NO to all of the above you may proceed with typing this form. If not, skip this section and proceed to the Income and Expense Declaration in the next section. You are not required to submit BOTH forms.

1. Select Form **FL-155 Financial Statement Simplified (Family Law)** using the instructions provided in the first section. Once the form appears on the screen you must type in the required information using TAB to move from one section to another. SHIFT TAB takes you back from one area to another. You may use all capital letters.
2. **YOUR NAME AND ADDRESS** – Type in your name and complete address.

3. **TELEPHONE NUMBER** – Type in your telephone number or a message number.
4. **ATTORNEY FOR (NAME)** – Type in Pro Per.
5. **SUPERIOR COURT OF CALIFORNIA, COUNTY OF** – Type in YUBA.
 - a. **STREET ADDRESS** – 215 FIFTH STREET
 - b. **MAILING ADDRESS** – 215 FIFTH STREET
 - c. **CITY AND ZIP CODE** – MARYSVILLE CA 95901
 - d. **BRANCH NAME** – leave blank

6. **PETITIONER/PLAINTIFF** – Type in your complete name.

RESPONDENT/DEFENDANT – Type in your spouse's complete name.

7. **Item #1a** – X this box if your only source of income is AFDC, SSI or GA/GR.

If you mark this box use TAB to skip to Item #8.

- a. **Item #1b** – X this box if you have applied for AFDC, SSI or GA/GR.

8. **Item #2** – Type in the number of children from this relationship that you are the parent of whether natural or adopted children.

If you have no children type in 0.

9. **Item #3a** – Type in the percentage of time these children are with you.

- a. **Item #3b** – Type in the percentage of time these children spend with the other parent.
- b. **Item #3c** – Type in your custody and visitation arrangement with the other parent, if you have one. Type in None if appropriate.

If you have no children type in N/A or leave blank.

10. **Item #4** – Mark the box that corresponds to your tax filing status.
11. **Item #5** – Mark the box that corresponds to your source(s) of income and type in the monthly amount of that income.
12. **Item #6a –d** – Mark the box that corresponds to the monthly expenses for the children of this case and type in the monthly amount of that expense.

13. **Item #7** – Mark this box if there are other minor children (not of this relationship) living with you. Indicate how many children and the total monthly expenses you incur & type in average monthly expenses.
14. **Item #8a –g** – Mark the boxes that correspond to average monthly amounts that you spend for each item.

Only mark those boxes that apply and fill in the amount as indicated.

Leave blank those areas that do not apply to you.

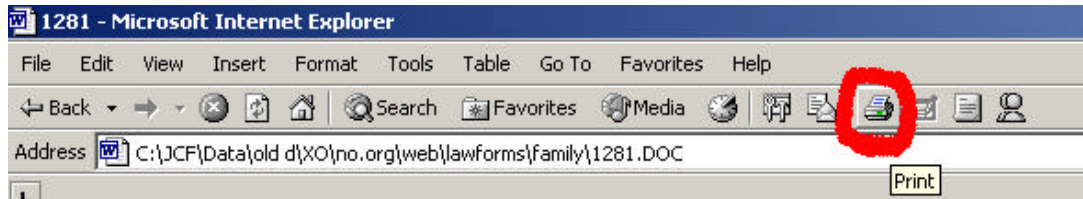
15. **Item #9** – Complete the requested information, marking the box that indicates whether this is your current employment OR your most recent employment (if you are not working at this time).
16. Complete Page 2 of the form.
17. **MARRIAGE OF** – type in last name, first name of parties.

Example: DOE, Jane and John
18. **Item #10** – Type in your estimate of the other parent's gross monthly income (before taxes).
19. **Item #11** – If there is other information you want the court to know concerning CHILD SUPPORT only, type that information on a separate sheet of paper and attach.
20. **DATE** – type in the date.
21. **TYPE OR PRINT NAME** – type in your full name.
22. Mark the **Petitioner** box under the signature line.

PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

1. **PROOFREAD** your document and make necessary corrections.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and PROOFREAD again.
4. When you are satisfied that your document is correct – print a total of 3 times, as the court requires the original and two copies.
5. **SAVE** your document:
 - a. Click on "**FILE**," in the upper left corner. Select "**SAVE AS**."
 - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - c. At **FILE NAME** – NAME YOUR FILE.
 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select "**SAVE**".

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

SAMPLE DOCUMENT

INSERT 2 PAGE FINANCIAL STATEMENT (SIMPLIFIED)

INCOME & EXPENSE

DECLARATION

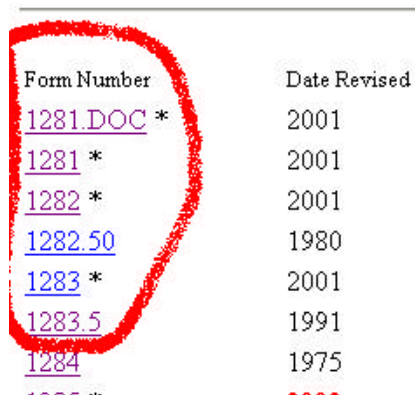
FL-150

(MUST USE IF ASKING FOR SPOUSAL SUPPORT AND/OR ATTORNEYS
FEES OR DO NOT QUALIFY TO USE FINANCIAL STATEMENT SIMPLIFIED)

ACCESSING THE DOCUMENT IN THE COMPUTER

ACCESSING THE DOCUMENTS IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select **“JUDICIAL COUNCIL FORMS”** on the screen.
 - a. Move cursor over **“JUDICIAL COUNCIL FORMS”** icon
 - b. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



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1284	1975

Double click left button on mouse



To scroll down, hold down left button
on mouse and move the bar down
OR
Use wheel on mouse

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.
7. If you have problems calling up the forms, please ask the Clerk for assistance.

COMPLETING THE INCOME & EXPENSE DECLARATION

INCOME & EXPENSE DECLARATION, Form FL-150

The areas in **red** correspond to the areas on the form that you will need to complete.

If you have prepared the Financial Statement (Simplified) you are not required to complete this form.

1. Select Form **FL-150 Income & Expense Declaration (Family Law)** using the instructions provided in the first section. Once the form appears on the screen you must type in the required information using TAB to move from one section to another. SHIFT TAB takes you back from one area to another. You may use all capital letters.
2. **ATTORNEY OR PARTY WITHOUT AN ATTORNEY (NAME & ADDRESS)** – type in your name, complete address and telephone number (or message number).
3. **ATTORNEY FOR** – type in Pro Per
4. **SUPERIOR COURT OF CALIFORNIA, COUNTY OF** – Type in YUBA.
 - a. **STREET ADDRESS** – 215 FIFTH STREET
 - b. **MAILING ADDRESS** – 215 FIFTH STREET
 - c. **CITY AND ZIP CODE** – MARYSVILLE CA 95901
 - d. **BRANCH NAME** – leave blank
5. **PETITIONER/PLAINTIFF** – Type in your complete name.
RESPONDENT/DEFENDANT – Type in your spouse's complete name.
6. There are 4 pages to this form 1) Income & Expense Declaration; 2) Income Information; 3) Expense Information; 4) Child Support Information.

You must complete the Income & Expense Declaration and Expense information forms in every situation.

If you are on AFDC you are not required to complete the Income form.

If child support is not an issue (because you have no children) you are not required to complete the Child Support form.
7. **Step 1** – mark the boxes that correspond with the forms you will be completing.

8. **Step 2 – Item #1** – mark the box indicating your AFDC status - whether you are Receiving OR Applied for OR Intend to Apply for OR No.
9. **Item #2 – DATE OF BIRTH** – type in the MONTH/DAY/YEAR.
10. **Item #3 – OCCUPATION** – type in your occupation.
11. **Item #4 – HIGHEST YEAR OF EDUCATION** – type in High School Graduate OR Some College OR TYPE of Degree as appropriate.
12. **Item #5 – ARE YOU CURRENTLY EMPLOYED** – mark YES or NO as it applies to you.
 - a. **Item #5a(1)** – if yes – give the **NAME & ADDRESS OF EMPLOYER**.
 - b. **Item #5a(2)** – **MONTH/YEAR** you started work there.
 - c. **Item #5b(1)** – if you are not currently employed – when did you last work **MONTH/YEAR**.
 - d. **Item #5b(2)** – **GROSS MONTHLY INCOME**.
13. **Item #6** – Type in the **TOTAL NUMBER OF CHILDREN** you are legally obligated to support.
14. **Item #7 – NET MONTHLY DISPOSABLE INCOME** (from line 16a of Income Information). Complete this box AFTER you have completed the Income form.
15. **Item #8 – CURRENT NET MONTHLY DISPOSABLE INCOME** (complete only if different from Item #7).
16. **Item #9 – TOTAL MONTHLY EXPENSES** (from line 2q of the Expense form). Complete this box AFTER you have completed the Expense form.
17. **Item #10 – AMOUNT OF EXPENSE PAID BY OTHERS** – complete if appropriate.
18. **Item #11 – ESTIMATE OF OTHER PARTY'S GROSS INCOME** – type in your estimate of the other party's gross (before taxes) monthly income.
19. **DATE** and type in your **NAME**.
20. Continue to page 2, Income Information unless you are on AFDC then skip the Income Information and continue to page 3, Expense Information.

21. **INCOME INFORMATION** form, (page 2).

PETITIONER/PLAINTIFF – type in your name.

RESPONDENT/DEFENDANT – type in spouse's name.

INCOME INFORMATION OF (NAME): type in your name.

- a. **Items 1 through 21** – complete as each item applies to you.
- b. Remember to attach a copy of your three most recent pay stubs.

NOTE: For your own protection remove your social security number from any documents that are attached to your Income & Expense Declaration.

- c. Note the amount on line 16a. Go back to page 1, Income & Expense Declaration and place that amount on Line 7.

22. **EXPENSE INFORMATION** form, (page 3).

PETITIONER/PLAINTIFF – type in your name.

RESPONDENT/DEFENDANT – type in spouse's name.

INCOME INFORMATION OF (NAME): type in your name.

- a. **Items 1 through 4** – complete as each item applies to you.
- b. Note the amount on line 2q. Go back to page 1, Income & Expense Declaration and place that amount on Line 9.
- c. DO NOT SIGN THIS FORM as it requires the signature of an attorney if you are represented by one.

23. **CHILD SUPPORT INFORMATION**, (page 4).

DO NOT COMPLETE THIS FORM IF YOU DO NOT HAVE CHILDREN.

PETITIONER/PLAINTIFF – type in your name.

RESPONDENT/DEFENDANT – type in spouse's name.

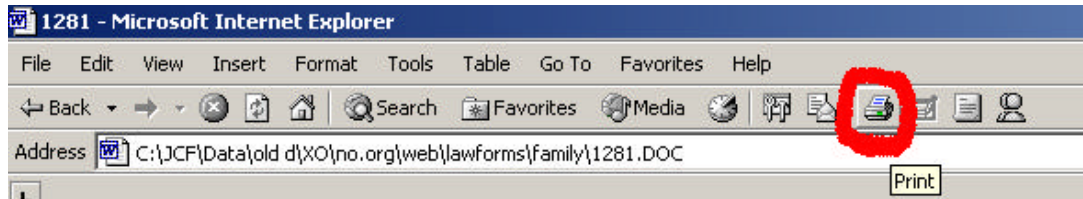
INCOME INFORMATION OF (NAME): type in your name.

- a. **Items 1 through 4** – complete as each item applies to you.

PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

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 - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - c. At **FILE NAME** – NAME YOUR FILE.
 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select "**SAVE**".

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

SAMPLE DOCUMENT

INSERT 4 PAGE INCOME & EXPENSE DECLARATION

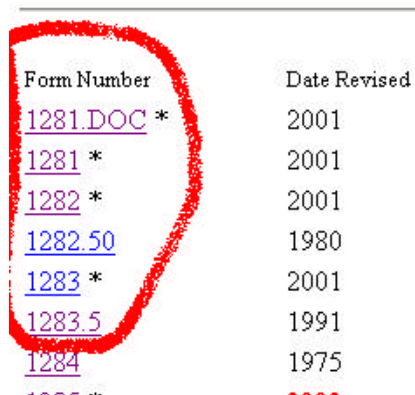
PROOF OF PERSONAL SERVICE

FL-330

ACCESSING THE DOCUMENT IN THE COMPUTER

ACCESSING THE DOCUMENTS IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select **“JUDICIAL COUNCIL FORMS”** on the screen.
 - a. Move cursor over **“JUDICIAL COUNCIL FORMS”** icon
 - b. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



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1281.DOC *	2001
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1283 *	2001
1283.5	1991
1284	1975

Double click left button on mouse



To scroll down, hold down left button
on mouse and move the bar down
OR
Use wheel on mouse

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.
7. If you have problems calling up the forms, please ask the Clerk for assistance.

COMPLETING PROOF OF PERSONAL SERVICE

COMPLETING THE PROOF OF PERSONAL SERVICE

The top portion of this form must be typed. Items 1-8 may be neatly handwritten by the person serving.

A person over the age of 18 and not a party to this action must personally serve the documents.

If you want the Sheriff's Dept to serve your documents for you, contact the Civil Division of the Sheriff's Dept on the second floor.

1. **ATTORNEY OR PARTY WITHOUT ATTORNEY** - type in your name, address and telephone number as indicated.
2. **ATTORNEY FOR** – type in Petitioner in Pro Per OR Respondent in Pro Per as it fits your case.
3. **SUPERIOR COURT OF CALIFORNIA, COUNTY OF** – type in Yuba;
 - a. **STREET ADDRESS** – type in 215 FIFTH STREET
 - b. **MAILING ADDRESS** – type in 215 FIFTH STREET
 - c. **CITY AND ZIP CODE** – type in MARYSVILLE CA 95901
 - d. **BRANCH NAME** – leave blank
4. **PLAINTIFF/PETITIONER:** type in name of Pltf/Ptnr
DEFENDANT/RESPONDENT: type in name of Deft/Resp
5. **CASE NUMBER** – type in the case number.
6. Do not mark **Item #1** – this is not a domestic violence restraining order.
7. **Item #2** – indicates must be served by a person over 18, that is not a party to this action.
8. **Item #3** – type in the name of the other party (party to be served).
9. **Item #4** – type a list of all documents that will be served on the other party. The names of the documents are located on the bottom center of each form.

Example: Order to Show Cause
 Declaration Re Application for Temporary Orders
 Declaration Under UCCJEA
 Financial Statement (Simplified)
 Income & Expense Declaration

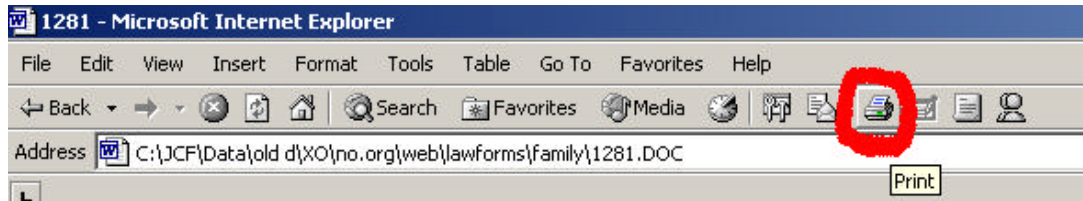
Blank Responsive Declaration to OSC/Motion
Blank Income & Expense Declaration
Blank Financial Statement (Simplified)

10. **Item #4a-c** – The person serving these documents, will complete this section after service is completed.
11. **Item #5** – The person serving these documents will complete this section after service is completed.
12. **Item #6** – Name, address & telephone number of person who served documents.
13. **Item #7** – Must be marked unless served by sheriff or marshal.
14. Must be dated and signed by PERSON SERVING after service is completed.

PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

1. **PROOFREAD** your document and make necessary corrections.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and PROOFREAD again.
4. When you are satisfied that your document is correct – since this form is incomplete at this time – do not make copies until completed after service.
5. **SAVE** your document:
 - a. Click on "**FILE**," in the upper left corner. Select "**SAVE AS**."
 - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - c. At **FILE NAME** – NAME YOUR FILE.
 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select "**SAVE**".

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

SAMPLE DOCUMENT

INSERT 2 PAGE PROOF OF PERSONAL SERVICE

PRINTING BLANK RESPONSIVE
DECLARATION TO OSC
FL-320

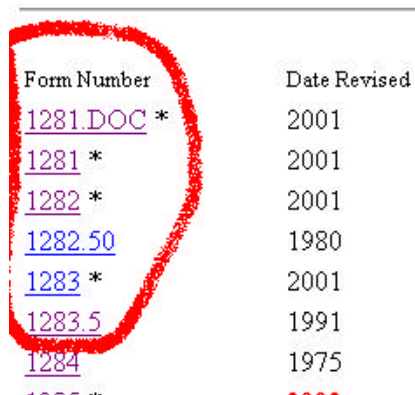
**BLANK RESPONSIVE DECLARATION TO OSC
FL-320**

You are required to serve a blank Responsive Declaration on the other party with other served documents.

ACCESSING THE DOCUMENT IN THE COMPUTER

ACCESSING THE DOCUMENTS IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select **“JUDICIAL COUNCIL FORMS”** on the screen.
 - a. Move cursor over **“JUDICIAL COUNCIL FORMS”** icon
 - b. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



Form Number	Date Revised
1281.DOC *	2001
1281 *	2001
1282 *	2001
1282.50	1980
1283 *	2001
1283.5	1991
1284	1975

Double click left button on mouse



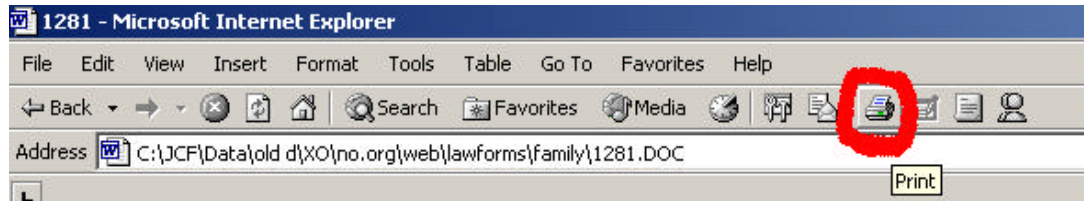
To scroll down, hold down left button
on mouse and move the bar down
OR
Use wheel on mouse

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen.
7. If you have problems calling up the forms, please ask the Clerk for assistance.

PRINTING THE DOCUMENT

PRINTING THE DOCUMENT

1. DO NOT COMPLETE THIS FORM.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window.

SAMPLE DOCUMENT

INSERT 2 PAGE RESPONSIVE DECLARATION TO OSC/MOTION HERE

ORGANIZING YOUR DOCUMENTS BEFORE FILING

ORGANIZING YOUR DOCUMENTS BEFORE FILING

1. **ORGANIZING YOUR DOCUMENTS:** Organize your documents BEFORE you go to the Clerk's office. The Clerk cannot organize them for you.
 - a. Organize your Order to Show Cause documents in this order:

Order to Show Cause (FL-300) on top

Application for Order & Supporting Declaration (FL-310)

Declaration (MC-030), if used.

Temporary Orders (FL-305), if used.

Staple the above forms in the upper left corner placing the original on top and the copies underneath the original. You should have 3 stapled documents, 1 original with 2 copies. Paperclip the 3 stapled documents together.
 - b. Declaration Re Application for Temporary Orders (if used):

Place the original Declaration on top and paperclip the 2 copies underneath.
 - c. Financial Statement Simplified (if used):

Place the original Financial Statement on top and paperclip the 2 copies underneath.
 - d. Income & Expense Declaration (if used):

This is a 4 page document with the pages numbered. Place the pages in order, 1-4 and staple in the upper left corner. You should have 3 stapled documents, 1 original, with 2 copies. Paperclip the 3 stapled documents together.

FILING FEES OR FEE WAIVER

FILING FEES OR FEE WAIVER

You must submit a fee waiver or pay the applicable fees when you submit your Order to Show Cause for filing.

To complete a fee waiver, or to determine if you qualify see *Volume 1, Fee Waivers*.

Effective December 2, 2002, the filing fees are as listed below. The filing fees will increase again on January 1, 2003, in accordance with state mandated requirements.

Order to Show Cause with Custody and/or Visitation	\$25.30
--	---------

Order to Show Cause without Custody and/or Visitation	\$25.30
---	---------

Plus:

First appearance fee by a defaulting Respondent/Defendant	\$200.20
---	----------

The Clerk's office is not equipped to take credit card or ATM payments at this time. Be prepared with cash, check or money order to pay your filing fees.

FILING YOUR ORDER TO SHOW CAUSE

FILING YOUR ORDER TO SHOW CAUSE

1. Take all organized documents to the Clerk's office in the courthouse for filing. Since the Order to Show Cause requires the judge's signature, normally your documents will be ready within 24 to 48 hours after submitting.

Do not submit the blank Responsive Declaration or Proof of Service at this time. The Proof of Service will be filed AFTER the other party is served.
2. The Clerk will review your documents for completeness, signatures, dates and to make certain all required forms are submitted.
3. The Clerk will review your fee waiver or accept your payment of applicable fees. A receipt will be provided when you pick up your documents.
4. You must remember to tell the Clerk if the other party lives 150 miles or more, away. This will affect the hearing and mediation (if applicable) dates, which are set by the Clerk.
5. If you want your documents mailed to you, instead of picking them up, you must provide the Clerk with a self addressed stamped envelope with sufficient postage for the mailing. In most cases, a legal sized envelope is large enough for the copies.
6. It is your responsibility to call or come by and check to see if your documents are ready for pick up. The number is 749-7600, #5, Family Law on the matrix then #0, for a Clerk. When your documents have been processed/filed they will be placed in the plastic trays in the lobby for pick up.
7. It is important that you pick your documents up as soon as they are ready. You are required to give the other party at least 21 days notice of the hearing from the date of service to the hearing date. If you delay picking up your documents, you may not have enough time to serve before the hearing date.

SERVING THE OTHER PARTY

SERVING THE OTHER PARTY

You have picked up your documents from the Clerk. The documents are signed by the judge, filed and have the hearing date and orientation/mediation (if applicable) on the front. You are now ready to have the other party served.

1. **ORGANIZING DOCUMENTS TO BE SERVED:** Separate your documents into 2 stacks, one for you, one to have served on the other party. Do not serve the fee waiver documents, if applicable, on the other party.

Place the blank Responsive Declaration in the stack to be served on the other party.

2. **GIVE DOCUMENTS & TO PERSON SERVING:** Give documents you want served to the person who is going to serve them or the Sheriff's Dept Civil Division, if you want the sheriff to serve them.

You must have the other party served with at least 21 days notice from the date of service to the hearing date. Service must be completed immediately.

3. **OTHER PARTY IN JAIL OR PRISON:** If the other party is in prison, you will have to call the prison to find out what their requirements are for personal service and arrange to have personal service completed at the prison.

If the other party is in the Yuba County Jail, the Civil Division of the Sheriff's Department can assist you in serving your documents. If you filed a fee waiver, there is no fee for this service, when you provide the sheriff with a copy of your fee waiver order.

If the other party is in another jail facility, you will have to contact that facility and arrange to have the other party personally served.

4. **COMPLETING THE PROOF OF PERSONAL SERVICE:** After serving the other party have the person serving complete the Proof of Personal Service form.

Once the form is completed, make one copy. Take the original and the copy to the Clerk's office and file them. **YOU MUST FILE THE PROOF OF SERVICE PRIOR TO THE HEARING DATE.**

5. **PROOF OF PERSONAL SERVICE BY SHERIFF:** If the Yuba County Sheriff serves your documents, they will provide you with a Proof of

Personal Service form and one copy. Take the original and the copy to the Clerk and file them.

You are responsible for making sure the Proof of Personal Service is filed PRIOR to the hearing date.

ATTENDING

ORIENTATION/MEDIATION

ATTENDING ORIENTATION/MEDIATION

1. **MEDIATION ORIENTATION:** If you requested child custody and/or visitation you are required to attend mediation.

If you have NOT attended mediation orientation within the last year, you will be required to attend orientation prior to your hearing.

Mediation Orientation is on Monday nights at 6:30 p.m. two weeks before the hearing. The date/time are located in the red stamped area on the front of your Order to Show Cause.

Orientation takes 2 hours and is held at the Yuba County Superior Court Annex at 120 Fifth Street. Orientation begins promptly at 6:30 p.m. The doors will be locked at 6:31 p.m.

Children are not allowed to attend orientation.

Failure to attend the entire orientation session, being late or bringing children could cause your orientation to be rescheduled, which could effect your hearing date.

2. **MEDIATION:** At orientation the mediators will schedule a formal mediation with you and the other party for another date. This normally takes about an hour and the mediators try to work with your schedule.

ORDER TO SHOW CAUSE

HEARING DATE

ORDER TO SHOW CAUSE – HEARING DATE

1. **WHEN IS THE HEARING?:** The Order to Show Cause hearing date/time and department are stamped on the front of your Order to Show Cause.
2. **DO NOT BE LATE:** These are short hearings and are handled very quickly so do not be late and risk your Order to Show Cause being dropped from calendar.

If you fail to appear or appear late, the court will drop your case from calendar and you will be required to prepare your Order to Show Cause again.

3. **SHORT CAUSE HEARING:** These hearings normally take no more than 15 minutes. If you and the other party have contested issues, the court may schedule a long cause hearing on another date. For this reason, you should not bring your witnesses to this hearing, but have them appear at the long cause hearing as set by the judge.
4. **NO CHILDREN IN COURTROOM:** Because of the nature of the hearings conducted in this courtroom, no children are allowed in the courtroom while court is in session. If the judge or mediator need to talk to your children that will be arranged as directed by the judge.
5. **NO COURT REPORTER:** This court does not provide Court Reporters for family law hearings. If you want a court reporter you will have to arrange to have one present at this hearing at your own expense.

OBTAINING COPY OF CLERK'S MINUTES

OBTAINING COPY OF MINUTES

The Family Law Clerk normally has her Minutes available by Wednesday afternoon. You may purchase a copy for \$1.00 per page from the window of the Clerk's office.

You will need the Minutes to prepare an Order After Hearing.

FINDINGS AND ORDER

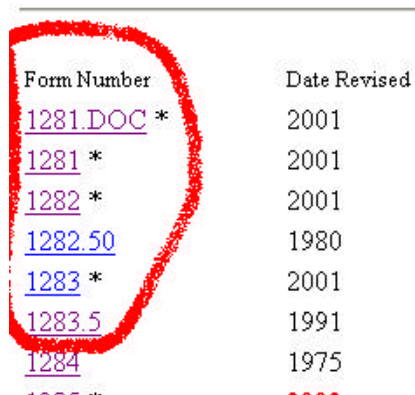
AFTER HEARING

FL-340

ACCESSING THE DOCUMENT IN THE COMPUTER

ACCESSING THE DOCUMENTS IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select **“JUDICIAL COUNCIL FORMS”** on the screen.
 - a. Move cursor over **“JUDICIAL COUNCIL FORMS”** icon
 - b. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



Form Number	Date Revised
1281.DOC *	2001
1281 *	2001
1282 *	2001
1282.50	1980
1283 *	2001
1283.5	1991
1284	1975

Double click left button on mouse



To scroll down, hold down left button
on mouse and move the bar down
OR
Use wheel on mouse

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.
7. If you have problems calling up the forms, please ask the Clerk for assistance.

COMPLETING THE
FINDINGS AND ORDER
AFTER HEARING
FL-340

COMPLETING THE FINDINGS AND ORDER AFTER HEARING FL-340

The Findings and Order After Hearing is prepared by the moving party after a hearing and submitted for the judge's signature. This provides the parties with a court order (signed by a judge) from the orders made at the hearing.

You must have a copy of the Minutes from the hearing date to complete this form.

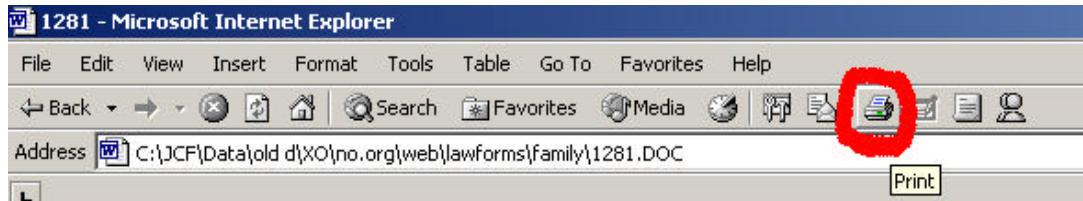
1. **ATTORNEY OR PARTY WITHOUT ATTORNEY** - type in your name, address and telephone number as indicated.
2. **ATTORNEY FOR** – type in Petitioner in Pro Per OR Respondent in Pro Per as it fits your case.
3. **SUPERIOR COURT OF CALIFORNIA, COUNTY OF** – type in Yuba;
 - a. **STREET ADDRESS** – type in 215 FIFTH STREET
 - b. **MAILING ADDRESS** – type in 215 FIFTH STREET
 - c. **CITY AND ZIP CODE** – type in MARYSVILLE CA 95901
 - d. **BRANCH NAME** – leave blank
4. **PLAINTIFF/PETITIONER:** type in name of Pltf/Ptnr
DEFENDANT/RESPONDENT: type in name of Deft/Resp
5. Case Number – type in the case number.
6. Item #1 – type in the date, time, department and judge's name.

Mark the boxes that correspond with who was present in court.
7. Item #2 through Item #7 – mark the as attached or not applicable as it applies to each issue listed.
8. Skip item #8, if there was an attorney, you would not be preparing this order.
9. Do not date or sign form.

PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

1. **PROOFREAD** your document and make necessary corrections.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and PROOFREAD again.
4. When you are satisfied that your document is correct – print a total of 3 times, as the court requires the original and two copies.
5. **SAVE** your document:
 - a. Click on "**FILE**," in the upper left corner. Select "**SAVE AS**."
 - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - c. At **FILE NAME** – NAME YOUR FILE.
 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select "**SAVE**".

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

SAMPLE DOCUMENT

INSERT 1 PAGE FOAH

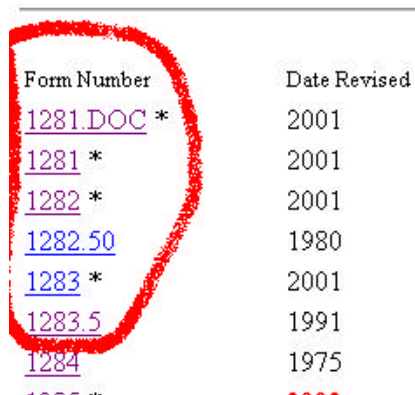
PROPERTY ORDER ATTACHMENT
ATTACHMENT TO FINDINGS &
ORDER AFTER HEARING
FL-344

(IF PROPERTY WAS NOT AN ISSUE AT THE HEARING, DO NOT COMPLETE
OR ATTACH THIS PAGE.)

ACCESSING THE DOCUMENT IN THE COMPUTER

ACCESSING THE DOCUMENTS IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select **“JUDICIAL COUNCIL FORMS”** on the screen.
 - a. Move cursor over **“JUDICIAL COUNCIL FORMS”** icon
 - b. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



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1281.DOC *	2001
1281 *	2001
1282 *	2001
1282.50	1980
1283 *	2001
1283.5	1991
1284	1975
1285	1975

Double click left button on mouse



To scroll down, hold down left button
on mouse and move the bar down
OR

Use wheel on mouse

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.
7. If you have problems calling up the forms, please ask the Clerk for assistance.

COMPLETING THE PROPERTY
ORDER ATTACHMENT
FL-344

COMPLETING THE PROPERTY ORDER ATTACHMENT FL-344

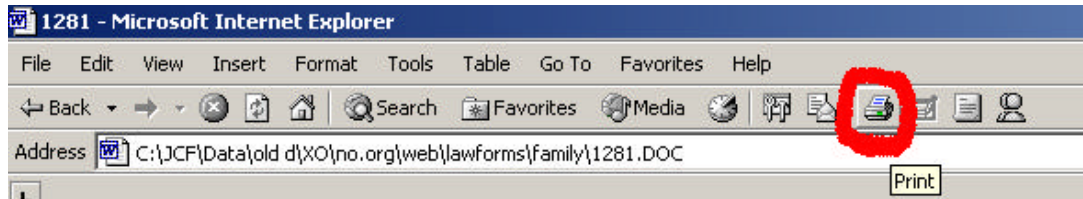
If property orders, as depicted on this form, were not made at the hearing do not complete this form.

1. At the top of the form, type in **Petitioner/Respondent's Names**.
2. Case Number – type in the case number
3. **THE COURT FINDS:** type in the court findings from the minutes, if applicable.
4. **Item #1 – PROPERTY RESTRAINING ORDERS** - mark the boxes that correspond with the orders made by the court and reflected in the minutes.
5. **Item #2 – POSSESSION OF PROPERTY** – list the property as ordered by the court and reflected in the minutes.
6. **Item #3 – PAYMENT OF DEBTS** – list the debts and payments as ordered by the court and reflected in the minutes.
7. **Item #4** – List other property orders here.

PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

1. **PROOFREAD** your document and make necessary corrections.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and PROOFREAD again.
4. When you are satisfied that your document is correct – print a total of 3 times, as the court requires the original and two copies.
5. **SAVE** your document:
 - a. Click on "**FILE**," in the upper left corner. Select "**SAVE AS**."
 - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - c. At **FILE NAME** – NAME YOUR FILE.
 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select "**SAVE**".

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

SAMPLE DOCUMENT

INSERT 1 PAGE PROPERTY ORDER ATTACHMENT

CHILD CUSTODY & VISITATION

ORDER ATTACHMENT

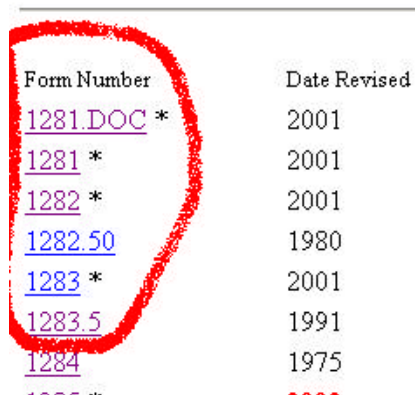
FL-341

(IF CUSTODY AND/OR VISITATION WERE NOT AN ISSUE AT THE HEARING
DO NOT COMPLETE THIS FORM)

ACCESSING THE DOCUMENT IN THE COMPUTER

ACCESSING THE DOCUMENTS IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select **"JUDICIAL COUNCIL FORMS"** on the screen.
 - a. Move cursor over **"JUDICIAL COUNCIL FORMS"** icon
 - b. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



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1284	1975

Double click left button on mouse



To scroll down, hold down left button
on mouse and move the bar down
OR
Use wheel on mouse

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.
7. If you have problems calling up the forms, please ask the Clerk for assistance.

COMPLETING THE CHILD
CUSTODY & VISITATION ORDER
ATTACHMENT
FL-341

COMPLETING THE CHILD CUSTODY & VISITATION ORDER ATTACHMENT FL-341

If custody and/or visitation were issues at your hearing you must include this form. The form must mirror orders made as reflected in the Minutes and the Parenting Agreement (if applicable). An endorsed copy of the Parenting Agreement must be attached if it was adopted by the court.

1. **Petitioner/Respondent's Names** – type in the names of the Petitioner and Respondent.
2. **Case number** – type in the case number.
3. **Item #1** – CHILD CUSTODY - if custody orders were made – mark this box.

List the name, date of birth, legal custody to (name), and physical custody to (name) – from the Minutes or Parenting Agreement.

4. **Item #2 a-e – VISITATION** – complete this section as was ordered by the court in the Minutes or Parenting Agreement.

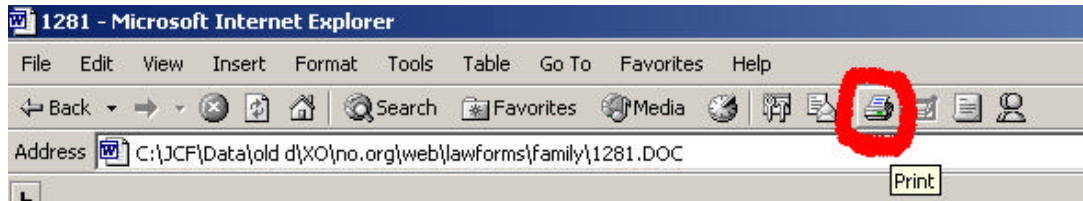
Item #2c – type in the number of pages of the Parenting Agreement and the date the agreement was filed.

5. **Item #3 – SUPERVISED VISITATION** – complete this section as it was ordered by the court in the Minutes or contained in the Parenting Agreement adopted by the Court.
6. **Item #4 – TRANSPORTATION FOR VISITATION** – complete this section as it was ordered by the court in the Minutes or in the Parenting Agreement adopted by the Court.
7. **Item #5 – CHILDREN MUST NOT BE REMOVED FROM** – complete this section as it was ordered by the court in the Minutes or the Parenting Agreement.

PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

1. **PROOFREAD** your document and make necessary corrections.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and PROOFREAD again.
4. When you are satisfied that your document is correct – print a total of 3 times, as the court requires the original and two copies.
5. **SAVE** your document:
 - a. Click on "**FILE**," in the upper left corner. Select "**SAVE AS**."
 - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - c. At **FILE NAME** – NAME YOUR FILE.
 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select "**SAVE**".

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

SAMPLE DOCUMENT

INSERT 1 PAGE CHILD CUSTODY & VISITATION ORDER ATTACHMENT

SUPERVISED VISITATION ORDER

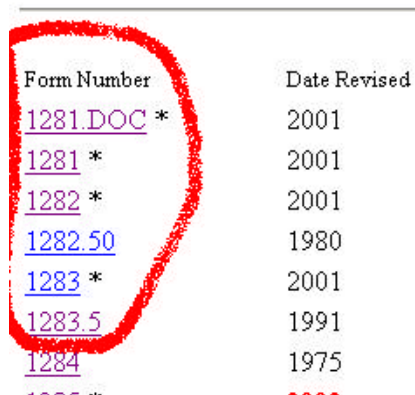
FL-341(A)

(DO NOT COMPLETE THIS SECTION UNLESS SUPERVISED VISITATION
WAS ORDERED BY THE COURT)

ACCESSING THE DOCUMENT IN THE COMPUTER

ACCESSING THE DOCUMENTS IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select **“JUDICIAL COUNCIL FORMS”** on the screen.
 - a. Move cursor over **“JUDICIAL COUNCIL FORMS”** icon
 - b. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



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Double click left button on mouse



To scroll down, hold down left button
on mouse and move the bar down
OR
Use wheel on mouse

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.
7. If you have problems calling up the forms, please ask the Clerk for assistance.

COMPLETING THE SUPERVISED VISITATION ORDER FL-341(A)

COMPLETING THE SUPERVISED VISITATION ORDER FL-341(A)

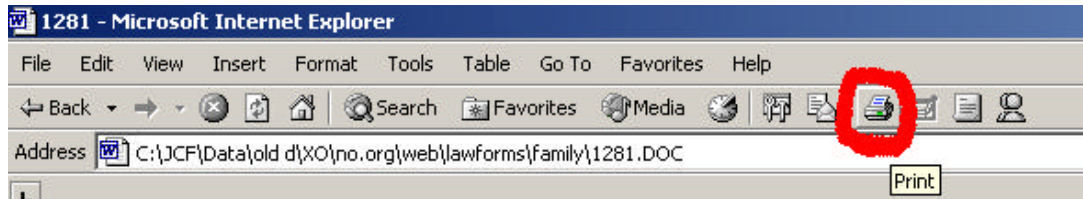
This form is to be completed only if supervised visitation was ordered by the court at the hearing.

1. **Petitioner/Respondent's Names** – type in the name of Petitioner and Respondent.
2. **Case Number** – type in the case number.
3. **Item #1** – complete this section as ordered by the court in the Minutes or as contained in the Parenting Agreement adopted by the Court.
4. **Item #2** - complete this section as ordered by the court in the Minutes or as contained in the Parenting Agreement adopted by the Court.
5. **Item #3** – list the name, birth date, age and sex of each child to be supervised.
6. **Item #4** – mark the box that corresponds to the type of supervision required.
7. **Item #5** – mark the box that applies.
8. **Item #6** – type in the name, address and telephone number of the authorized provider.
9. **Item #7** – type in the duration and frequency of the visits.
10. **Item #8** – indicate which party pays what percentage for any costs of the supervised visits.
11. **Item #9** – mark the appropriate box, if applicable.
12. **Item #10** – indicate further supervised visitation orders.
13. DO NOT SIGN OR DATE FORM.

PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

1. **PROOFREAD** your document and make necessary corrections.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and PROOFREAD again.
4. When you are satisfied that your document is correct – print a total of 3 times, as the court requires the original and two copies.
5. **SAVE** your document:
 - a. Click on "**FILE**," in the upper left corner. Select "**SAVE AS**."
 - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - c. At **FILE NAME** – NAME YOUR FILE.
 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select "**SAVE**".

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

SAMPLE DOCUMENT

INSERT 1 PAGE SUPERVISED VISITATION ORDER

CHILD SUPPORT INFORMATION AND ORDER ATTACHMENT

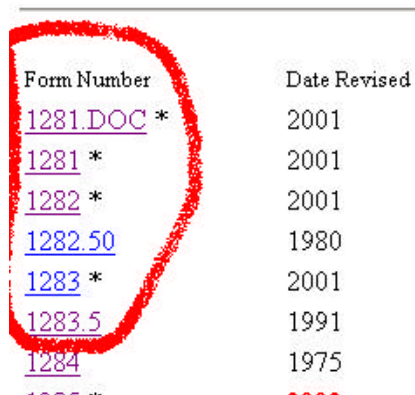
FL-342

(DO NOT USE THIS FORM UNLESS CHILD SUPPORT ORDERS WERE
MADE AT THE HEARING)

ACCESSING THE DOCUMENT IN THE COMPUTER

ACCESSING THE DOCUMENTS IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select **“JUDICIAL COUNCIL FORMS”** on the screen.
 - a. Move cursor over **“JUDICIAL COUNCIL FORMS”** icon
 - b. Double click left button on mouse
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Double click left button on mouse



To scroll down, hold down left button
on mouse and move the bar down
OR
Use wheel on mouse

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.
7. If you have problems calling up the forms, please ask the Clerk for assistance.

COMPLETING THE
CHILD SUPPORT INFORMATION &
ORDER ATTACHMENT
FL-342

**COMPLETING THE CHILD SUPPORT INFORMATION & ORDER
ATTACHMENT
FL-342**

This form is used if child support orders were made at the hearing.

1. **Petitioner/Respondent's Names** – type in the name of Petitioner and Respondent.
2. **Case Number** – type in the case number.
3. **Attachment to** – mark the Findings & Order After Hearing box.
4. **Item #1** – if you have the Dissomaster printout from the court or the facilitator to attach to this form, mark this box.
5. **Item #2** – complete these boxes as determined by the court.
6. **Item #3** – mark this box.

Item #3a – specify the number of children subjects of this order.

Item #3b – indicate the percentage of time spent with each parent as determined by the court.

7. **Item #4** – List any hardships allowed by the court.
8. **Item #5** – mark if the court made findings as to low income adjustments.
9. **Item #6** – mark this box if child support was ordered.

Item #6a – mark the box of the parent ordered to pay child support.

Specify the date the support payments start.

List the name, date of birth, monthly amount ordered and payable to (name) for each child who is the subject of this support order.

Indicate **when payments are due**.

Item #6b – complete to reflect any additional support ordered.

CONTINUE TO PAGE 2 OF FORM:

10. **Item #7** – complete if health care expenses were ordered.

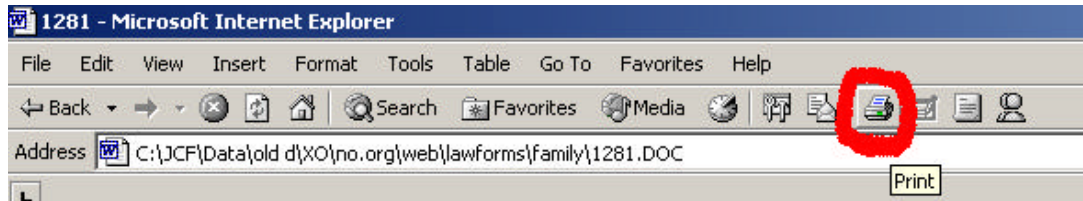
11. **Item #8** – read the information provided.
12. **Item #9** – complete if non guideline child support was ordered.
13. **Item #10** – complete if either party was ordered to seek employment and indicate the terms and conditions ordered.
14. **Item #11** – indicate other orders
15. **Items #12** – Read carefully – indicates there is another form that must be attached to this order, FL-192, Notice of Rights and Responsibilities.

Reminds the parties to complete and submit the Child Support Case Registry form FL-191 within 10 days of the date of this order.

PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

1. **PROOFREAD** your document and make necessary corrections.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and PROOFREAD again.
4. When you are satisfied that your document is correct – print a total of 3 times, as the court requires the original and two copies.
5. **SAVE** your document:
 - a. Click on "**FILE**," in the upper left corner. Select "**SAVE AS**."
 - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - c. At **FILE NAME** – NAME YOUR FILE.
 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select "**SAVE**".

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

SAMPLE DOCUMENT

INSERT 2 PAGE CHILD SUPPORT INFORMATION & ORDER ATTACHMENT

NON-GUIDELINE CHILD SUPPORT FINDINGS ATTACMENT

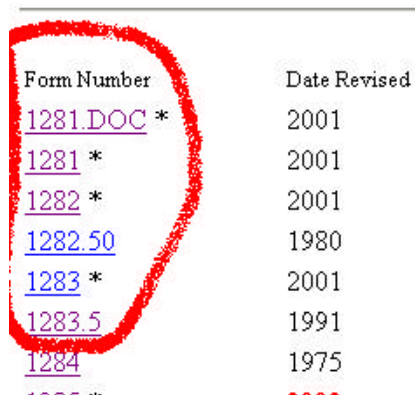
FL-342(A)

(DO NOT USE THIS FORM UNLESS NON-GUIDELINE CHILD SUPPORT WAS
ORDERED)

ACCESSING THE DOCUMENT IN THE COMPUTER

ACCESSING THE DOCUMENTS IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select **“JUDICIAL COUNCIL FORMS”** on the screen.
 - a. Move cursor over **“JUDICIAL COUNCIL FORMS”** icon
 - b. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



Form Number	Date Revised
1281.DOC *	2001
1281 *	2001
1282 *	2001
1282.50	1980
1283 *	2001
1283.5	1991
1284	1975

Double click left button on mouse



To scroll down, hold down left button
on mouse and move the bar down
OR
Use wheel on mouse

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.
7. If you have problems calling up the forms, please ask the Clerk for assistance.

COMPLETING THE NON-
GUIDELINE CHILD SUPPORT
FINDINGS ATTACMENT
FL-342(A)

**COMPLETING THE NON-GUIDELINE CHILD SUPPORT FINDINGS
ATTACHMENT
FL-342(A)**

This form will be used only if non-guideline child support was ordered at the hearing.

Non-guideline child support is child support, agreed to by the parties that is under or over the statewide guideline amount. Neither party is receiving public assistance and no application for public assistance is pending. The needs of the children will be adequately met by this agreed upon amount of child support. No change of circumstances will be required to modify this order. If the order is above the guideline, a change of circumstances is required to modify this order.

The areas in **red** correspond to the areas on the form that you will need to complete.

1. Select Form **FL-342(A) Non-Guideline Child Support Findings Attachment**
Once the form appears on the screen, you must type in the required information using TAB to move from one section to another. SHIFT TAB takes you back from one area to another. You may use all capital letters.
2. **Item #1 – STIPULATION TO NON-GUIDELINE ORDER:** Mark the first box if the child support amount was agreed to by the parties. Mark the box that indicates whether the amount ordered is above or below the state guideline amount. Enter the amount of the guideline amount.
3. **Item #2 – OTHER REBUTTAL FACTORS:**

Item #2a – Enter the guideline amount and mark the box that indicate who will be paying the support (mother or father).

Item #2b – Mark as appropriate and enter the revised amount of support as ordered by the court.

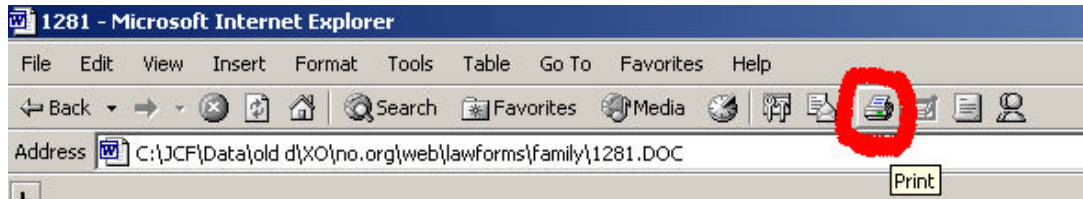
Item #2c – Mark the appropriate box and type in the date, if appropriate.

Item #2d (1) – (4) – Mark the boxes that apply to the court's orders/findings.

PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

1. **PROOFREAD** your document and make necessary corrections.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and PROOFREAD again.
4. When you are satisfied that your document is correct – print a total of 3 times, as the court requires the original and two copies.
5. **SAVE** your document:
 - a. Click on "**FILE**," in the upper left corner. Select "**SAVE AS**."
 - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - c. At **FILE NAME** – NAME YOUR FILE.
 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select "**SAVE**".

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

SAMPLE DOCUMENT

INSERT 1 NON GUIDELINE CHILD SUPPORT ORDER ATTACHMENT

SPOUSAL OR FAMILY SUPPORT ORDER ATTACHMENT

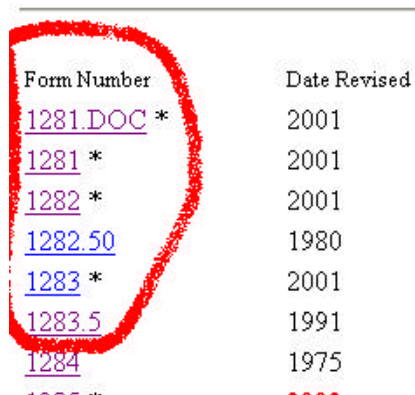
FL-343

(DO NOT USE THIS FORM UNLESS SPOUSAL OR FAMILY SUPPORT WAS
ORDERED)

ACCESSING THE DOCUMENT IN THE COMPUTER

ACCESSING THE DOCUMENTS IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select “**JUDICIAL COUNCIL FORMS**” on the screen.
 - a. Move cursor over “**JUDICIAL COUNCIL FORMS**” icon
 - b. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



Form Number	Date Revised
1281.DOC *	2001
1281 *	2001
1282 *	2001
1282.50	1980
1283 *	2001
1283.5	1991
1284	1975

Double click left button on mouse



To scroll down, hold down left button
on mouse and move the bar down
OR
Use wheel on mouse

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.
7. If you have problems calling up the forms, please ask the Clerk for assistance.

COMPLETING THE SPOUSAL OR
FAMILY SUPPORT ORDER
ATTACHMENT
FL-343

COMPLETING THE SPOUSAL OR FAMILY SUPPORT ORDER ATTACHMENT FL-343

Use this form if spousal support or family support was ordered by the court.

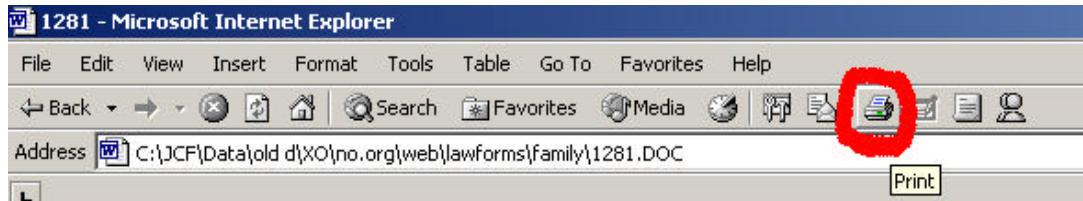
The areas in **red** correspond to the areas on the form that you will need to complete.

1. Select Form **FL-120 Response (Family Law)**. Once the form appears on the screen, you must type in the required information using TAB to move from one section to another. SHIFT TAB takes you back from one area to another. You may use all capital letters.
2. **Petitioner/Respondent's names** – type in name of Petitioner and Respondent.
3. **Attachment to** – mark box for Findings & Order After Hearing
4. **Item #1** – Disso master print out as provided by the court or facilitator must be attached.
5. **Item #2** – Complete at least a or b.
6. **Item #3 a-d** – complete as it applies to your case.
7. **Item #4** – mark the boxes that apply as to who pays spousal support to whom being sure to complete the amount ordered, payable until date and payable on what day of the month.
8. **Item #5 and Item #6** – Completed as ordered by the court.
9. **Item #7** – must be marked if this order applies to family support.
10. **Item #8** – other orders as they apply to spousal or family support.

PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

1. **PROOFREAD** your document and make necessary corrections.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and PROOFREAD again.
4. When you are satisfied that your document is correct – print a total of 3 times, as the court requires the original and two copies.
5. **SAVE** your document:
 - a. Click on "**FILE**," in the upper left corner. Select "**SAVE AS**."
 - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - c. At **FILE NAME** – NAME YOUR FILE.
 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select "**SAVE**".

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

SAMPLE DOCUMENT

INSERT 2 SPOUSAL OR FAMILY SUPPORT ORDER ATTACHMENT

NOTICE OF RIGHTS & RESPONSIBILITIES

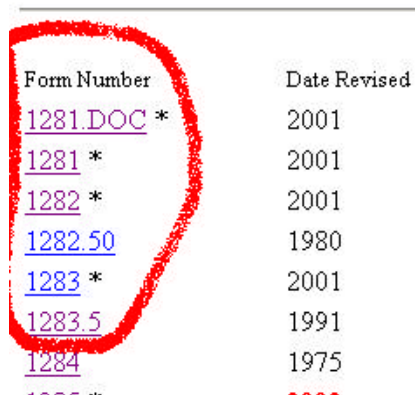
FL-192

This form must be attached if child support is ordered. Print the form – there is nothing to fill out.

ACCESSING THE DOCUMENT IN THE COMPUTER

ACCESSING THE DOCUMENTS IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select **“JUDICIAL COUNCIL FORMS”** on the screen.
 - a. Move cursor over **“JUDICIAL COUNCIL FORMS”** icon
 - b. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



Form Number	Date Revised
1281.DOC *	2001
1281 *	2001
1282 *	2001
1282.50	1980
1283 *	2001
1283.5	1991
1284	1975

Double click left button on mouse



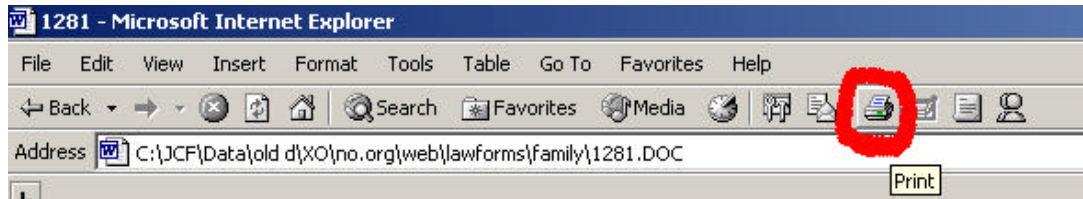
To scroll down, hold down left button
on mouse and move the bar down
OR
Use wheel on mouse

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.
7. If you have problems calling up the forms, please ask the Clerk for assistance.

PRINTING AND SAVING YOUR DOCUMENT

PRINTING & SAVING YOUR DOCUMENT

1. There is nothing for you to fill in on this form. Print it out.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and PROOFREAD again.
4. When you are satisfied that your document is correct – print a total of 3 times, as the court requires the original and two copies.
5. **SAVE** your document:
 - a. Click on "**FILE**," in the upper left corner. Select "**SAVE AS**."
 - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - c. At **FILE NAME** – NAME YOUR FILE.
 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select "**SAVE**".

Please ask the Clerk for assistance if you have difficulty saving your document.

SAMPLE DOCUMENT

INSERT 2 PAGE NOTICE OF RIGHTS AND RESPONSIBILITIES

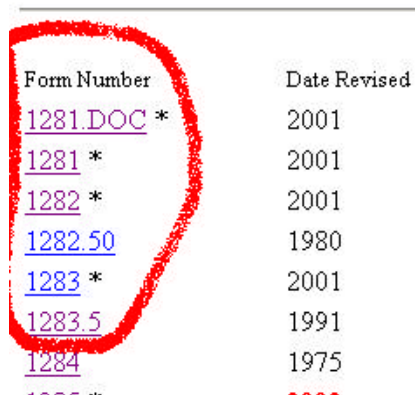
PROOF OF SERVICE BY MAIL

FL-335

ACCESSING THE DOCUMENT IN THE COMPUTER

ACCESSING THE DOCUMENT IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select **“JUDICIAL COUNCIL FORMS”** on the screen.
 - a. Move cursor over **“JUDICIAL COUNCIL FORMS”** icon
 - b. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



Form Number	Date Revised
1281.DOC *	2001
1281 *	2001
1282 *	2001
1282.50	1980
1283 *	2001
1283.5	1991
1284	1975

Double click left button on mouse



To scroll down, hold down left button
on mouse and move the bar down
OR
Use wheel on mouse

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.
7. If you have problems calling up the forms, please ask the Clerk for assistance.

COMPLETING THE PROOF OF SERVICE BY MAIL

COMPLETING PROOF OF SERVICE BY MAIL

You are required to serve a copy of the Findings & Order After Hearing on the other party AFTER it has been signed by the judge and filed by the clerk.

The areas in **red** correspond to the areas on the form that you will need to complete.

1. Select Form # **FL-335 Proof of Service by Mail** using the instructions provided in the first section. Once the form appears on the screen, you must type in the required information using TAB to move from one section to another. SHIFT TAB takes you back from one area to another. You may use all capital letters.
2. **ATTORNEY OR PARTY WITHOUT AN ATTORNEY** – type in your name and complete address including your telephone number as indicated.
3. **ATTORNEY FOR** – type in Pro Per
4. **SUPERIOR COURT OF CALIFORNIA, COUNTY OF** – Type in YUBA.
 - a. **STREET ADDRESS** – 215 FIFTH STREET
 - b. **MAILING ADDRESS** – 215 FIFTH STREET
 - c. **CITY AND ZIP CODE** – MARYSVILLE CA 95901
 - d. **BRANCH NAME** – leave blank
5. **PETITIONER/PLAINTIFF** – Type in Petitioner's name.
RESPONDENT/DEFENDANT – Type in your name.
6. **CASE NUMBER** – type in the prefix and case # as assigned (YCSC CV FL XX-XXXXXXX).
7. **Item #1** – YOU CANNOT MAIL these documents, however you can fill out the top portion of the form for the person who is going to mail them. A person who is over the age of 18 and not a party to this action must complete and sign the body of this document.
8. **Item #2** – type in the home or business COMPLETE address with city, state and zip code **of the person mailing** your documents.
9. **Item #3** – type the name of the document that is being served: Findings and Order After Hearing.

10. **Item #3a** – mark this box.
11. **Item #4a** – type in name of person served (Petitioner's Name or Petitioner's Attorney).

Item #4b – type in the address of Petitioner or Petitioner's Attorney

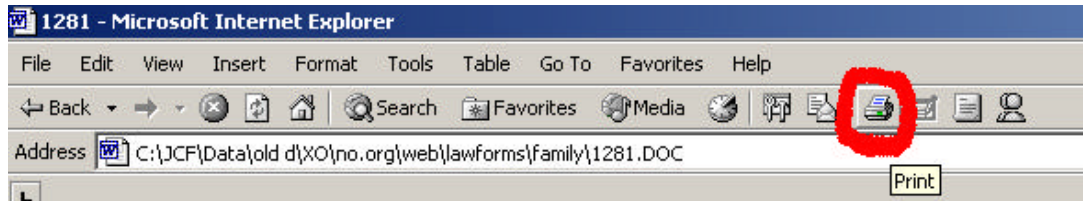
Item #4c – type in the date mailed (may be handwritten in later if you do not know what date it will be mailed).

Item #4d – type in the city and state where the documents were mailed (may be handwritten in later if you do not know where the mailing will occur).
12. **DATE and TYPED NAME** – must be completed by person who is mailing these documents for you.

PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

1. **PROOFREAD** your document and make necessary corrections.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and PROOFREAD again.
4. When you are satisfied that your document is correct – print a total of 3 times as the court requires the original and two copies.
5. **SAVE** your document:
 - a. Click on "**FILE**," in the upper left corner. Select "**SAVE AS**."
 - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - c. At **FILE NAME** – NAME YOUR FILE.
 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select "**SAVE**".

Please ask the Clerk for assistance if you have difficulty saving your document.

SAMPLE DOCUMENT

INSERT 2 PAGE POS BY MAIL

CHILD SUPPORT CASE REGISTRY

FORM

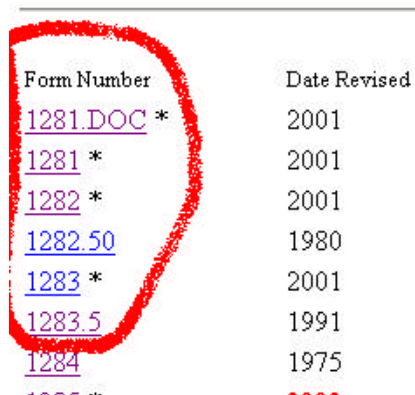
FL-191

MUST BE COMPLETED WITHIN AND SUBMITTED WITH THE COURT
ORDER FOR SUPPORT.

ACCESSING THE DOCUMENT IN THE COMPUTER

ACCESSING THE DOCUMENT IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select **"JUDICIAL COUNCIL FORMS"** on the screen.
 - a. Move cursor over **"JUDICIAL COUNCIL FORMS"** icon
 - b. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



Form Number	Date Revised
1281.DOC *	2001
1281 *	2001
1282 *	2001
1282.50	1980
1283 *	2001
1283.5	1991
1284	1975

Double click left button on mouse



To scroll down, hold down left button
on mouse and move the bar down
OR
Use wheel on mouse

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.
7. If you have problems calling up the forms, please ask the Clerk for assistance.

COMPLETING THE CHILD
SUPPORT CASE REGISTRY FORM
FL-191

THIS FORM IS REQUIRED IF CHILD SUPPORT IS ORDERED.

CHILD SUPPORT CASE REGISTRY FORM FL-191

This form is 4 pages long, however only pages 1 and 2 need to be completed. Pages 3 and 4 contain instructional information only. Some of the information contained in this form is confidential. The Clerk will receive stamp the document only and keep it in a confidential file. This form will not be placed in your court file.

The areas in **red** correspond to the areas on the form that you will need to complete.

1. Select Form # **FL-191, Child Support Case Registry Form**. Once the form appears on the screen, you must type in the required information using TAB to move from one section to another. SHIFT TAB takes you back from one area to another. You may use all capital letters.

You are required to serve a blank Child Support Case Registry form on the other party. BEFORE you complete this form print out a blank one for service on the other party.

2. Complete the top portion of the form.
 - a. **ATTORNEY OR PARTY WITHOUT ATTORNEY** - type in your name, address and telephone number as indicated.
 - b. **ATTORNEY FOR** – type in Petitioner in Pro Per.
 - c. **SUPERIOR COURT OF CALIFORNIA, COUNTY OF** – type in Yuba;
 1. **STREET ADDRESS** – type in 215 FIFTH STREET
 2. **MAILING ADDRESS** – type in 215 FIFTH STREET
 3. **CITY AND ZIP CODE** – type in MARYSVILLE CA 95901
 4. **BRANCH NAME** – leave blank
 - d. **PETITIONER:** type in your name.
RESPONDENT: type in your spouse's name.
 - e. **CASE NUMBER** – Type in the case number as previously assigned by the Clerk. Include the entire prefix and number YCSC CV FL XX-XXXXXXX.
 - f. Mark the **MOTHER** or **FATHER** box.
Mark the **FIRST FORM COMPLETED** or **CHANGE TO PREVIOUS FORM** box.

3. **Item #1a** – type in the date the court order (for child support) was filed.

Item #1b – mark whether initial court order or modification

Item #1c(1) – indicate Child Support, if appropriate, and the amount ordered or mark whether child support was reserved or a zero amount was ordered.

Item #1c(2) – indicate Family Support, if appropriate, and the amount ordered or mark whether family support was reserved or a zero amount was ordered.
4. **Item #2** - Type in the **NAME** of the person required to pay the support.

Type in the **RELATIONSHIP** of the person paying to the child.
5. **Item #3** Type in the **NAME** of the person or AGENCY that the payments are to be paid to.

Type the **RELATIONSHIP** of that person or agency to the child.
6. **Item #4** – type in each child’s name, date of birth and social security number. (This form is confidential and will be placed in a confidential file with the State of California.)

Page 2:

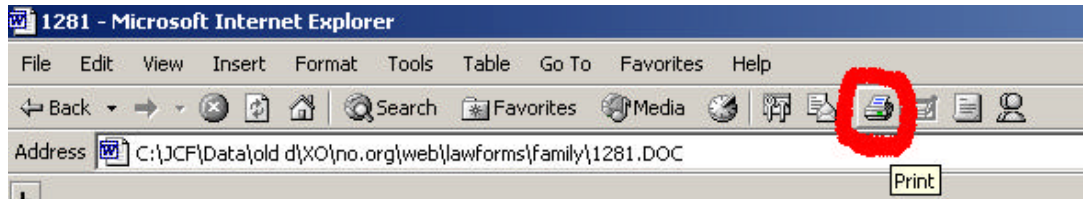
7. Complete the top of the form to include **Petitioner and Respondent’s names and case number.**
8. **Item #5 and Item #6** – provide all of the requested information on both Father and Mother.
9. **Item #7** – Restraining Order

Complete this section only if you have a restraining order in effect.
Provide all required information.
10. **Date** the form and type in your **name.**
11. Pages 3 and 4 provide details on completing this form if you have further questions.

PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

1. **PROOFREAD** your document and make necessary corrections.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and PROOFREAD again.
4. When you are satisfied that your document is correct – print a total of 3 times as the court requires the original and two copies.
5. **SAVE** your document:
 - a. Click on "**FILE**," in the upper left corner. Select "**SAVE AS**."
 - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - c. At **FILE NAME** – NAME YOUR FILE.
 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select "**SAVE**"

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

SAMPLE DOCUMENT

INSERT CHILD SUPPORT CASE REGISTRY FORM (4 PAGES) HERE.

ORGANIZING YOUR DOCUMENTS,
SUBMITTING FOR FILING,
SERVING ON OTHER PARTY

ORGANIZING, SUBMITTING FOR FILING AND SERVING YOUR DOCUMENTS

1. **ORGANIZING:** You have prepared, proofread and printed the original plus two copies of each of your Findings and Order After Hearing and attachments. Organize the documents into 3 separate packets and staple in the upper left corner.
2. **SUBMIT TO CLERK:** Take your documents to the Clerk for filing.
3. **CLERK'S ACTIONS:** The Clerk will pull your file and compare the Findings and Order After Hearing to the Minutes. They must match exactly.

The Clerk will point out any items that need correction and you can make those corrections on the typewriter provided in the lobby.

The Clerk will then forward the document to the judge for signature.

4. **PICKING UP- AFTER JUDGE SIGNS:** You will be required to come back and pick up your Findings and Order After Hearing within 24 to 48 hours after submission.

If you want your documents mailed you can leave a self-addressed stamped envelope with sufficient postage and the clerk will mail your copies to you when they are filed.

5. **SERVICE BY MAIL:** After you pick up or receive your copies of the Findings and Order After Hearing, signed by judge and filed you must have a copy served on the other party.

You have already completed most of the Proof of Service by Mail form.

The person mailing the documents for you, places the document in an envelope addressed to the other party with sufficient postage and drops it in the mailbox.

The person mailing completes the remainder of the Proof of Service by Mail, which can be handwritten and gives it back to you.

Make one copy of the Proof of Service by Mail. Take the original and the copy to the Clerk's office. The Clerk will file the original and keep it. The copy will be endorsed filed and returned to you for your records.